

# Introducing the State of Montana Travel Agency Services Term Contract



## Booking Process.

1. State agencies will fill out a Travel Profile and submit **via ePass** to the following email address: [melissab@travelcafeonline.com](mailto:melissab@travelcafeonline.com)
2. To book travel plans, call dedicated phone number (406) 272-8057. Travel Café will assign you a dedicated travel advocate.
3. Travel itineraries will be sent to email supplied on travel profile.

## Services Provided.

Agencies can utilize the Travel Café contract for:

1. Airfare
2. Hotels
3. Car Rentals
4. Ground Transportation
5. Conference Booking

## Reporting.

Travel reports are available to state agencies on a semi-annual basis or upon request by sending email to:

[accounting@travelcafeonline.com](mailto:accounting@travelcafeonline.com)

## Personalized Service.

Travel advocates will learn and retain all of the employee's information for future travel, allowing for quick, efficient bookings!



**The State of Montana has entered into a contract with Travel Café to provide assisted bookings of airfare, lodging, vehicles, ground transportation, and conference space for state employees for work-sponsored travel.**

**You can directly contact your Montana Travel Team at (406) 272-8057.**



STATE PROCUREMENT BUREAU  
Room 165 Mitchell Building  
125 North Roberts Street  
PO Box 200135  
Helena, MT 59620-0135  
Phone: (406) 444-2575  
Fax: (406) 444-2529  
[gsd.mt.gov](http://gsd.mt.gov)